



JOB DESCRIPTION

Title: **BATTALION CHIEF**
Department: Fire
Class Code: 3322
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 12/2005)
Grade Number: 25

GENERAL PURPOSE

Performs complex emergency service and administrative work at a senior command level with responsibility for a broad range of administrative and technical activities and related work as required. Work is performed under the broad supervision of the Deputy Fire Chief on a schedule as assigned by the Fire Chief.

EXAMPLE OF DUTIES

- *-- Directs the operation of emergency service delivery.
- *-- Reviews fire reports and payroll entries of station officers on a daily basis to ensure accuracy and completeness.
- *-- Responds to, operates in, or commands emergency incidents as required and/or assigned. Assures appropriate notifications are made as necessary to Chief and Deputy Chief, Mayor's Office and public. Coordinates post-incident operations as needed, including post-incident analysis.
- *-- Coordinates overall training effort of the department, including all aspects of emergency response, disaster planning and emergency management, fire prevention and education, and leadership and management.
- *-- Supervises and coordinates the tactical methodology used in resolving emergencies and other situations.
- *-- Assists in preparation, review and defense of the department budget.
- *-- Provides oversight and coordination of scheduling, selection, evaluation and deployment of the department personnel; resolves difficult personnel issues. Provides supervision to shift captains as assigned.

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- *-- Coordinates fire prevention inspection and pre-plan activities of the department. Maintains a working knowledge of fire codes, and ordinances.
- *-- Assists in formulating long and short-range plans and procedures, S.O.P.'s and S.O.G.'s and updates as needed.
- *-- Coordinates departmental activities with other departments and agencies such as, but not limited to, inter-local agreements with city, county, state and federal governments; coordination with other city departments; and presentations to civic groups and schools.
- *-- Performs inspections of all facilities, equipment and personnel.
- *-- Ensures compliance of Fire Department and Murray City rules, regulations and policies.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- A Bachelor's Degree in Fire Service Administration or related field, including Fire Officer II certification and seven (7) years of full time experience in the firefighting field, to include at least two (2) years of service as a Captain **OR** Associates Degrees in Fire Science and eight (8) years of full time experience in the firefighting field, to include at least three (3) years of service as a Captain **OR** Fire Officer I certification and a minimum of 30 semester credits (including at least one course in English, grammar, or writing) within six (6) months of appointment and nine (9) years full time experience in the firefighting field, to include at least four (4) years service as a Captain **OR** Fire Officer I certification and ten (10) years full time experience in the firefighting field, to include at least five (5) years service as a Captain.

Special Requirements

- Must possess a valid Utah Driver License.
- Must be Inspector I certified within one year of appointment.
- Must be able to respond after regular working hours to calls in Murray City within 20 minutes, when assigned as Duty Chief.

Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of the organization, functions, policies, rules, regulations and procedures of the department; thorough knowledge of fire suppression and emergency medical principles, practices, apparatus and equipment; thorough knowledge of fire prevention codes and compliance methods; thorough knowledge of geographic, climatic and structural characteristics of Murray City.

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- Ability to plan and direct the preparation of technical and administrative recommendations and reports; ability to develop and present technical reports orally and in writing; ability to prepare and monitor budgets; ability to create effective working relationships with employees, other agencies and the public; ability to schedule and follow through projects until completion.

TOOLS & EQUIPMENT USED

- Personal computer; phone; fax and copy machine; vehicle; pager; personal protective gear.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

* Essential functions of the job.